ACCESSING TK20

To access:

1 Visit csc.tk20.com

2 CSC Online Gateway
   Under
   Gateway: Web Content
   Under
   Technology
   CSC Online Technical Support
   Live 24/7 support for all CSC Online
   CSC Information Technology Services
   Computing Support - Email Account
   Tk20 Login & Support
   Course Evaluations - Assessment

3 From www.csc.edu

To Log into your Tk20 account:

Enter same username and password as you use for your CSC mail account. For issues logging in, check the troubleshooting tips and contact information for assistance at the end of this document or on the Tk20 login screen. When logged in, your user account opens to your home page.

To Hide/Unhide Left Sidebar:

If you open your Tk20 account and the left sidebar is not showing, click on the “hamburger” icon to unhide the sidebar.

If you want to hide the sidebar to increase the size of your work area, click on this icon.
Tk20 no longer has tabs at the top of the screen. Navigate the functions using links in the left side bar.

At the top right corner of each Tk20 page, there is now a **Utility Bar**. You can hover your mouse cursor over each icon to read what it represents. The message or flag (pending task) icons will be red if there are unread messages or pending tasks for you.

To locate/change your user role and to sign out of Tk20, click on the person silhouette for the dropdown menu and sign out link to appear.

Notice that this is where you **sign out** of your Tk20 account. **Please sign out of your Tk20 account rather than just closing out of the Internet.**

You may access a course evaluation by way of email received OR by logging directly into Tk20 on the login page. The first steps are different for accessing the evaluations; however, once in your Tk20 account, the steps are the same.
1. Click on the embedded link in your email. If prompted, log into Tk20.

**Email Containing Embedded Link**

**OR**

1. Log into Tk20 directly from the login page following the steps on page one of this guide.

**THEN**

2. Open your **pending tasks** to view your current open Course Evaluation(s).
   Locate your course evaluation(s) by one of three ways:
   
   a. You can find your pending tasks by clicking on the “flag” icon in the **Utility Bar** at top right of the Tk20 page, as show to the right. Note that the icon will be red if you have unread pending tasks.
b. Or you can find it under the **Pending Tasks heading** in the middle of the Tk20 home page,

![Pending Tasks](image1.png)

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>From</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please send the Assignment EDU 131 Student Self Disposition Survey</td>
<td>Assignment</td>
<td>Omelanuk, Joy</td>
<td>12/16/2016</td>
</tr>
<tr>
<td>Select Row Student Course Ratings - Fall 2016_16 wk F2F</td>
<td>Course Evaluation</td>
<td>Admin, CSCTk20</td>
<td>12/11/2016</td>
</tr>
</tbody>
</table>

c. or by clicking on the Home link and then the Tasks link (Home > Tasks) in the left side bar. On the **Tasks page**, click on the Student Course Ratings link to open the survey form.

![Tasks Page](image2.png)

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Row Student Course Ratings - Fall 2016_16 wk F2F</td>
<td>Course Evaluation</td>
<td>Pending</td>
</tr>
<tr>
<td>Please send the Assignment EDU 131 Student Self Disposition Survey</td>
<td>Assignment</td>
<td>Pending</td>
</tr>
</tbody>
</table>
3. If you have multiple course evaluations to complete, select the one you want to complete first from the drop down menu. The Status line shows you how many evaluation surveys you have remaining to complete out of how many you were sent.

4. Complete the course evaluation form or return to complete later. Select one of the following actions:

- **Save**: save your evaluation and return at a later time
- **Submit**: submit your course evaluation
- **Close**: return to your task list without saving or submitting the evaluation.
- **Submit and Next**: submit your course evaluation and move on to the next *(If multiple evaluations to be completed.)*
- **Cancel**: exit the course evaluation without saving any changes
Confirming your Submission

You will receive a notification email once you have submitted your course evaluations.